



**TRANSFER OPPORTUNITY**  
**For Current State Employees**  
**Associate Governmental Program Analyst**  
**Department of Industrial Relations**  
**Division of Administration**  
**Facilities Unit/Business Services Section**  
**San Francisco**

**Position:** Associate Governmental Program Analyst \$4255-\$5172 per month

**Location:** 455 Golden Gate Avenue, San Francisco, CA 94102

**Duties:** Under the supervision of the Staff Services Manager I, the incumbent independently analyzes and evaluates the more complex division request for acquisitions/alterations and improvements of existing and new office space. Prepares the facilities documents for submission to the Department of General Services (DGS) and follows up with the DGS representatives as often as necessary. Travel with division facilities representatives and DGS staff to conduct site searches. Prepare project schedules, status reports, purchase orders and short form contracts when necessary.

Anyone eligible for transfer to the above class may apply by sending a standard State (Form STD 678) to:

Department of Industrial Relations  
P.O. Box 420603  
San Francisco, CA 94142  
**Attention: Terry Stevenson**  
Telephone: (415) 703-4381  
CALNET 593-4381

Submit application By April 3, 2007

Applications will be reviewed and interviews may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT -AN AFFIRMATIVE ACTION EMPLOYER-EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.